

<p style="text-align: center;"><b>Utah State Library Division</b> <b>Borrower Registration Form</b></p>
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This form is to be used by State Agencies to register for an access code to borrow books, state publications, and other materials found in the State Library Online Catalog. Materials not owned by the State Library may be requested through Interlibrary Loan (ILL).

**Borrowing Rules:**

- Requests for materials must be work-related. Materials needed for personal or popular reading interests should be obtained from a public library.
- A valid access code is required to borrow materials. An access code is issued to an agency for the use of all employees working for that entity.
- One individual from the borrowing agency must be assigned as a library contact to coordinate services with the library.

Library Contact (Individual Name)		Work Phone
State Agency	Division / Subdivision	
Agency Address		E-mail Address

The agency submitting this application agrees to be responsible for all library materials borrowed on this card. If materials are damaged or lost, the agency/division/subdivision agrees to be responsible for replacement charges.

Library Contact Signature	Date
Agency / Program Supervisor Signature	Date

**State Library Use Only:**

Access Code: \_\_\_\_\_

Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Complete this form and return it to:

Attn: Ruthanne Hansen  
Utah State Library Division  
250 N. 1950 W., Ste. #A  
Salt Lake City, UT 84116-7901

This form may be returned through State Mail Services.

For access code information, contact Ruthanne Hansen (rhansen@utah.gov) or Roxann Rose (rrose@utah.gov) or call 801-715-6757